



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	SUPERVISING ENGINEER (Multiple positions)
3	Posting Number	PN# 113073
4	Department	Department of Public Works & Engineering
5	Division	Engineering and Construction Division
6	Section	Engineering Branch
7	Reporting Location	611 Walker*
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Supervises, coordinates, and manages a variety of engineering or construction activities and personnel to implement assigned projects included in the City’s Capital Improvement Plan (CIP). Establish goals, develops and evaluates performance, provide technical analysis and develop solutions for the section. Define objectives, evaluate proposals and make recommendations for projects. Prepare and review contracts, supplemental agreements, supplemental appropriations, change orders, request for information, reports, plans, specifications and design standards, and Request for Council Action. Conduct on-site project inspections and investigations. Responds to inquiries by department, consultants, agencies and the general public. Coordinate projects and provides all necessary information to upper management. Negotiate contracts, evaluate bids, and recommends contract awards and oversees the design and/or construction administration of projects. Interface and coordinate with public and other City of Houston departments and divisions.

10 **WORKING CONDITIONS**

Requires the ability to communicate effectively, both orally and in writing. Will require standing, walking, and include whatever means necessary to climb stairs and the ability to perform and negotiate field hazards.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires graduation from an approved curriculum in engineering by the State Board of Registration for Professional Engineer with satisfactory standing;
or
Requires graduation from an engineering or related science curriculum at recognized institution of higher education, other than a curriculum approved by the Board, and passage of the eight-hour fundamentals of engineering examination prescribed by the Board.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Requires six (6) years of active practice in engineering work after graduation from an approved curriculum in engineering, with two of the years as a licensed Professional Engineer, are required.

13 **MINIMUM LICENSE REQUIREMENTS**

Requires license as a Professional Engineer in the State of Texas.
A valid Texas Driver’s License and compliance with the City of Houston’s policy on driving (A.P.2-2).

14 **PREFERENCES**

Preference will be given to applicants with experience in design, construction and project management skills. Strong communication skills, decision oriented, problem solving attitude and computer skills will be preferred.

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION** ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidates’ qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:
Salary Range - Pay Grade 29

\$2,682 - \$3,251 Biweekly \$69,732 - \$84,526 Annually

18 **OPENING DATE** September 6, 2006

19 **CLOSING DATE** Open Until Filled.

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-0951. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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